

# North Carolina Parks and Recreation Trust Fund (PARTF)

## 2013-14 Grant Application



*North Carolina  
Parks and Recreation Authority*



*Division of Parks and Recreation  
Department of Environment  
and Natural Resources*

**Environmental Sustainability:** To assist the N.C. Department of Environment and Natural Resources in being good stewards of the environment, please print your application documentation double-sided on 30% post-consumer recycled paper.

*The Division of Parks and Recreation does not discriminate against anyone on the basis of race, sex, color, national origin, age, or disability and is an equal opportunity employer. If anyone feels that he/she has been discriminated against, a complaint may be filed with either DENR or the Equal Opportunity Office, U.S. Department of the Interior, Washington, D.C. 20240*

# Table of Contents

	<u>Page</u>
Table of Contents .....	1
Funding Schedule .....	2
Requirements and Resources.....	3
Components of the Application	
Checklist to Submit a Complete Application .....	6
Applicant's Basic Facts and Assurances .....	7
Description and Justification for the Project.....	8
Proof of Site Control .....	8
Project Costs .....	10
Sources of Local Matching Funds .....	12
Site Plan .....	13
Site Vicinity Map .....	14
Acquiring Land.....	15
Property Values and Requirements for Appraisals .....	16
List of Properties to be Acquired.....	17
Legal Description of the Land .....	18
Environmental Review .....	19
Scoring System .....	21
Definitions .....	27
Recreation Resources Service: Offices and Staff .....	31

**Parks and Recreation Trust Fund (PARTF)  
Funding Schedule  
Fiscal Year 2013-14**

<b>August 2013</b>	The Division of Parks and Recreation (DPR) sends letters to inform local governments about the funding schedule. Electronic copies of the application are available at the DPR web site for PARTF: <a href="http://www.ncparks.gov/partf">www.ncparks.gov/partf</a> .
<b>September 4, 2013 (9 a.m. - 12 p.m.)</b>	The PARTF staff will conduct a workshop for local governments to explain the application process and requirements. The workshop is presented by RRS at video conference sites in the University of North Carolina system.  Attendance is recommended, but is not required. A copy of the teleconference can be purchased from RSS for a small fee.
<b>January 31, 2014</b>	Applications are due by 5:00 p.m. to the applicant's regional consultant at RRS. Only information received or postmarked by the deadline will be accepted.
<b>May 2014</b>	The first meeting of the Parks and Recreation Authority to select grant recipients.
<b>August 2014</b>	The second meeting of the Parks and Recreation Authority to select grant recipients.

# PARTF Funding Cycle 2013-14

## Requirements and Resources

### Program Summary

- **Eligible Applicants:** North Carolina counties and incorporated municipalities are eligible for PARTF grants. Two or more local governments may apply jointly for a grant with one of them serving as the primary sponsor.

Some public authorities, as defined by GS 159-7, are also eligible. A public authority should contact its RRS regional consultant for assistance in determining its eligibility.

- **Eligible Projects:** PARTF grants can be used to acquire land for a public park as well as build or renovate recreational or support facilities. A project must be located on a park single site.
- **Maximum Request:** Applicants can request a maximum of \$500,000 with each application. PARTF grant recipients with an active project may not request additional funds to complete the project.
- **Dollar-for-Dollar Match:** An applicant must match the grant dollar-for-dollar. The appraised value of land to be donated to the applicant can be used as all or part of the match (see page 15). The value of in-kind services, such as the applicant's force account labor or volunteer work, cannot be used as part of the match.
- **Site Control:** The applicant must have legal control of the park property where PARTF facilities will be located (see page 8).
- **Public Use:** Property acquired with a grant from PARTF must be dedicated forever for public recreational use. Facilities built or renovated with a PARTF grant are to be used for public recreation for at least 25 years. Park areas and facilities must be open and accessible to the public at large with no restrictions such as membership.
- **Incomplete and ineligible applications** will be returned to the applicant and not considered for funding. *Only information received or post marked by 5:00 p.m. on January 31, 2014 will be accepted.* Mailed applications must include a tracking number.

- The **Application Checklist** (page 6) contains the list of documents needed for a complete application.
- **Evaluation of Applications:** The PARTF staff evaluates each application. The evaluation includes a rating according to the PARTF scoring system, an on-site inspection, and a review of the applicant's previous grants. The staff provides a summary of each application's evaluation to the Parks and Recreation Authority members.
- **Selecting Recipients:** The Parks and Recreation Authority, a board appointed by the Governor and the General Assembly, selects the applicants who will receive a PARTF grant. The factors that the Authority members consider include the following:
  - the applicant's project description/ justification page (see page 8)
  - the application's ranking based on the PARTF scoring system (see page 21)
  - the geographic distribution of funds across North Carolina
  - the population of the applicant
  - the applicant's administration of previous grants
  - the amount of PARTF funds that the applicant is requesting
  - the amount of PARTF funds available
- **PARTF on the WEB:** An electronic copy of the application is available N.C. Division of Parks and Recreation web site for PARTF at [www.ncparks.gov/partf](http://www.ncparks.gov/partf).

## Requirements and Resources

### Would You Like Help with Your Application?

- First, read the entire application carefully and start early. Your proposed PARTF project should be the results of a planning process that reflects the public's preferences.
- The Division of Parks and Recreation (DPR) provides technical assistance to local governments through a contract with Recreation Resources Service (RRS) at N.C. State University. Use the RRS home page (<http://cnr.ncsu.edu/rrs>) to contact your regional consultant to discuss the PARTF project you are proposing.
- Attend the workshop about completing a PARTF application. The workshop will be held from 9:00 a.m. until noon on September 4, 2013 at videoconference sites in the University of North Carolina system. To attend, register at the RRS web site <http://go.ncsu.edu/partf>.
- Complete the application early – at least 3 weeks before the deadline (before January 10, 2014) - contact your RRS regional consultant for a technical review to insure that your application is complete.

### If You Receive a Grant...

- **Signing the Contract:** A grantee signs a contract that describes the project and the conditions for receiving a PARTF grant. This is a legally binding agreement between the local government and the State of North Carolina.
- **Project Costs** (page 11) submitted in the application will be part of the contract and serve as the budget for the project.
- **Starting the Project:** A grantee must sign a contract *before* beginning any components of a PARTF project. There are two exceptions. Some planning costs (see page 10) can be incurred before the deadline to submit the application. Also, the DPR can approve a waiver allowing an applicant to acquire land before a grant is approved (see page 15).
- **Reimbursements:** PARTF grants are paid as reimbursements of documented expenses. Grantees may submit bills for reimbursement on a quarterly basis. The PARTF program will reimburse grantees for up to 50 percent (50%) of their expenditures for the project.

The applicant's project costs identify the total amount of grant funds to be reimbursed. The grantee is responsible for any additional costs needed to complete the project.

The PARTF program will retain the final ten percent (10%) of the grant amount until the completion of the project. Contact your regional consultant for the details of the process.
- **Audits and Inspections:** PARTF staff will conduct periodic site inspections of each PARTF project to inspect the progress as well as the financial records. All PARTF grantees must maintain accounting records for the project that are supported by documentation such as invoices and contracts.
- **Completing the PARTF Project:** A grantee has a maximum of three years from the date specified in the contract to complete a project.
- **Placing Utility Lines Underground:** All utility lines funded with a grant from PARTF must be placed underground.
- **Making Facilities Accessible:** All facilities funded by PARTF must comply with the Americans with Disabilities Act Accessibility Guidelines (ADAAG). Applicants are strongly encouraged to include the costs of building accessible facilities and access routes to those facilities in the grant application. For design guidelines, go to: [www.ada.gov/2010ADAstandards\\_index.htm](http://www.ada.gov/2010ADAstandards_index.htm) and <http://www.access-board.gov/outdoor/outdoor-rec-rpt.htm>

# Requirements and Resources

## (continued)

### To Assist in Your Environmental Review

- **Identifying Wetlands:** The Regulatory Division of the U.S. Army Corps of Engineers can assist in identifying wetlands: Asheville Field Office (828) 271-7980; Raleigh Field Office (919) 554-4884; Washington Field Office (910) 251-4555; Wilmington Field Office (910) 251-4633. Contact the Corps as early as possible due to the large number of requests the Corps receives about delineation of wetlands.
- **Identifying Floodplains:** Check the websites [www.ncfloodmaps.com](http://www.ncfloodmaps.com) for the most recent Federal Emergency Management Agency (FEMA) floodplain data. If you receive a grant, the permitting process will determine the applicable storm water requirements for your site.
- **Identifying Cultural Resources:** The N.C. Department of Cultural Resources can assist in identifying historical and archaeological resources: (919) 807-7300.

### To Help Plan Your Facilities

- **Green Building Design:** The use of Leadership in Energy and Environmental design (LEED certification) for buildings is encouraged. For more information on LEED go to <http://www.usgbc.org/leed>
- **Playground Safety Guidelines:** The PARTF office encourages all applicants to adhere to the guidelines established by the U.S. Consumer Product Safety Commission's (CPSC) Handbook for Public Playground Safety (publication #325). It is available on the Internet at: <http://www.cpsc.gov>.

### PARTF Administrative Rules

- The rules that apply to the PARTF grant program can be found at the DPR web site for PARTF at [www.ncparks.gov/partf](http://www.ncparks.gov/partf). The administrative rules identify what types of projects are eligible, how PARTF applications are evaluated, how grant recipients are selected, and the requirements for maintaining a PARTF park site for public recreation.

### Projects on School Property

- **Co-sponsored Applications:** A local government may apply for a grant to fund public recreational facilities on property owned by a public school administrative unit. The county or incorporated municipality must serve as the primary sponsor of the project. If approved, both the local government and the school administrative unit will sign the PARTF contract.
- **PARTF Facilities on School Property:** Only recreational facilities not generally provided at schools are eligible for funding. Visit the DPR website for more information [www.ncparks.gov/partf](http://www.ncparks.gov/partf).
- **Joint-Use Agreement:** A local government and a school system must include an executed joint-use agreement with their application. The agreement describes the hours of use of the facilities by the public and how the site will be maintained. The PARTF staff must approve the agreement before an application can be considered for funding. Contact your RRS regional consultant to receive a sample of a joint-use agreement and to discuss the proposed project.

## Checklist to Submit a Complete Application

Please check the appropriate box to show that you have included the designated number of copies for each document with your application. Use a paper clip, not a staple, to keep the copies of each type of document together. For example, keep all copies of the project costs clipped together. Keep a copy of the application for your files. Planning documents will be returned to the applicant.

**Applicant:** \_\_\_\_\_ **Project's Title:** \_\_\_\_\_

All Applications	Page Reference	Number of Copies	Included? ✓
1. Checklist for Submitting a Complete Application	6	3	
2. Applicant's Basic Facts and Assurances	7	3	
3. Description and Justification for the Project	8	20	
4. Project Costs	10 - 11	5	
5. Sources of the Applicant's Matching Funds	12	5	
6. Site Vicinity Map	14	5	
7. Scoring System	21 - 26	4	
8. Site Plan (and floor plan if applicable). Include metes and bounds for land acquisition projects.	13	20	
<b>Projects to Construct or Renovate Facilities</b>			
<b>All Construction Projects</b>			
9. Environmental Review	19-20	3	
<b>If the Applicant has Site Control</b>			
10. Attorney's Certification of Site Control	9	2	
11. Proof of Site Control	8	2	
12. Local Government & School Joint-Use Agreement	5	If applicable, 2	
<b>Projects to Acquire Land</b>			
13. Acquisition Form	17	2	
14. Appraisal, Property Tax Value or estimate by an appraiser	16	2	
15. Legal Description of the Land	18	2	
16. Plan for Future Development (for acquisition only projects)	15	If applicable, 2	
17. History of Conveyance (for donated land)	15	If applicable, 2	
<b>Documents for the Scoring System</b>			
18. Master Plan for the Park	21 & 28	If available, 3	
19. Parks and Recreation Systemwide Plan for the Jurisdiction	22 & 29	If available, 3	
20. Capital Improvement Plan for Parks and Recreation	22 & 30	If available, 3	
21. Documentation of Surveys or Public Involvement	23 & 30	If available, 3	
22. Local Board Minutes or Resolution for Adoption/Acceptance of Planning Documents	21, 22 & 23	If available, 3	



<b>N.C. Parks and Recreation Trust Fund (PARTF)</b> <b>2013-14 Basic Facts and Assurances</b>	
<b>Local Government Name:</b>  <b>Federal Employer I.D. Number:</b> 56-	<b>County:</b>
<b>Local Government's Contact Person for the Grant:</b> Name: Mr./Ms. Title: Organization: Address: City/State/Zip: Telephone: E-mail:	<b>Local Government Manager:</b> Name: Mr./Ms. Title: Address: City/State/Zip: Telephone: E-mail:
<b>Chief Elected Official:</b> Name: Mr./Ms. Title: Address: City/State/Zip:	<b>Type of project:</b> <input type="checkbox"/> Acquisition <input type="checkbox"/> Development <input type="checkbox"/> Acquisition and Development
<b>Site Control:</b> <input type="checkbox"/> Owned by local government <input type="checkbox"/> Owned by school board <input type="checkbox"/> Leased by applicant for 25 years or more <input type="checkbox"/> Easement	<b>Costs rounded to nearest dollar:</b> PARTF funds requested:       \$ _____ Local government's matching funds:               \$ _____ Total cost of project           \$ _____
<b>Recreation Resources Service (RRS) regional consultant:</b>	
<b>Short title of project:</b>	
<b>Provide a brief description of the project:</b>	
<b>Approval by local governing board:</b> (The local governing board must approve this certification.) I hereby certify the information contained in the attached application is true and correct and the required dollar-for-dollar matching funds will be available during the project period. Adopted this day of (give date): Chief Elected Official: _____ <div style="display: flex; justify-content: space-around;"> <span>(Signature)</span> <span>(Print or Type Name and Title)</span> </div>	
(For applications sponsored by two or more local governments, or a local government and school administrative unit, <b>one copy of this form must be completed and signed by each applicant.</b> One of the local governments must be identified as the primary sponsor in the "Applicant" section at the top of this page.)	

## Description and Justification for the Project

This page will be provided to the Parks and Recreation Authority members to support your application. This page should contain two sections; a description and a justification for the proposed project.

- Description - briefly identify the recreational facilities to be built and/or the park land to be acquired with PARTF assistance. Also include a description of the park or greenway where the project will be located.
- Justification - explain why the project is needed and how it will benefit your community.

Please submit the **one-page** project description / justification on an 8½"x11" sheet of paper with a one inch left margin. Use a 10-point font or larger and provide 20 copies. The page should have the following title "Description and Justification for the (insert the project name)". Include your local government name as well as separate sections for the project description and project justification.

## Proof of Site Control for Development Projects

The applicant must have control of the entire site of its PARTF project for the purpose of providing public recreation by January 31, 2014. Any lease agreement shall extend for a minimum of 25 years after the project opens to the public.

The following documents are used to determine if the applicant has adequate control of the property. The applicant must submit **two copies** of the following:

1. A **park boundary map** of the project site that outlines the park boundary and identifies all parcels within the project site. If there is one deed, lease or easement covering the entire project site, the site plan will be sufficient.
2. **Attorney's Certification of Site Control** (see page 9): Please attach a separate form to each deed, lease, and /or easement in the project site.
3. **Site Control Documentation:** Submit the deed(s), signed lease(s), and/or easement(s) for each parcel within the project site to provide the property's legal description and demonstrate the applicant's control of the project site for public recreation. Be sure to include any restrictive covenants that may be attached to a deed and/or easement.

Exception: If the applicant is proposing to acquire the property with the PARTF grant, the proof of site control is not required with the application.

# Attorney's Certification of Site Control (For Development Projects Only)

Applicant: \_\_\_\_\_ Project's Title: \_\_\_\_\_

An applicant must demonstrate adequate control of the site to be developed in order for the application to be eligible for PARTF assistance.

**1. TYPE OF SITE CONTROL:** Indicate the type of control the applicant has for the project site. Please provide a **separate form** for each deed, lease, or easement within the project site. Include a copy of each deed, lease or easement for each parcel included in the project site. Also provide one map that shows the park boundary and identifies the location of all parcels, leases or easements within the project site. Please label all documents.

TYPE OF CONTROL	PORTION OF SITE	1	DOCUMENTATION ATTACHED
<input type="checkbox"/> <b>Fee Simple Title</b>	<input type="checkbox"/> Entire Site. <input type="checkbox"/> For that portion labeled on the site map: Parcel Identification _____ (example: Parcel A, Parcel B, etc.)		<input type="checkbox"/> Copy of deed
<input type="checkbox"/> <b>Lease</b>	<input type="checkbox"/> Entire Site. <input type="checkbox"/> For that portion labeled on the site map: Parcel Identification _____ (example: Lease A, Lease B, etc.)		<input type="checkbox"/> Signed copy of the current lease with a written description of the applicant's authority to provide public recreation for at least 25 years.
<input type="checkbox"/> <b>Easement</b>	<input type="checkbox"/> Entire Site <input type="checkbox"/> For that portion labeled on the site map: Parcel Identification _____ (example: Easement A, Easement B, etc.)		<input type="checkbox"/> Signed copy of the current easement with a written description of the applicant's authority to provide public recreation for at least 25 years.

## 2. LIMITATIONS, CONDITIONS OR ENCUMBRANCES:

- For property owned or to be owned by the applicant, describe all easements or encumbrances.
- For property to be controlled through other methods, describe any conditions or limitations in current or proposed leases, easements or use agreements, including restrictions on the applicant's use of the site or the rights to be reserved by the landowner, that may in any way impact the applicant's ability to complete the project in a timely manner and provide for public recreational use for at least 25 years:

☐ No limitations, conditions or encumbrances

## 3. CERTIFICATION: (This form must be signed by the applicant's attorney or chief administrative officer capable of certifying that the information provided is accurate).

I hereby certify that the information provided above and attached is accurate to the best of my knowledge. I understand that the site control is an application eligibility requirement.

NAME (Printed/Typed) \_\_\_\_\_

TITLE \_\_\_\_\_

SIGNATURE \_\_\_\_\_

Date \_\_\_\_\_

## Project Costs

- **Include All Costs:** Project costs submitted in the application will become the budget for the project. List all items proposed for funding and the estimated cost of each item. All items included in the project costs must be shown on the site plan, except for items such as grading, utilities, and planning. Round all project costs to the dollar.
- **Accurate Cost Figures are Important:** If the actual costs are more than those listed in the application, the local government will be required to use their own funds to make up the difference.

### Costs to Build or Renovate Facilities

- **How to be More Accurate:** Get cost figures from contractors, landscape architects, or planners who develop parks and recreational facilities. Consider the impact of inflation. Assume the project may be completed three years after the grantee signs a contract with the state.
- **Be Specific:** Include specific units (sizes, numbers, lengths, etc.) for each item in the project costs. Include dimensions or square footage of all indoor or sheltered facilities.
- **Contingency:** A contingency amount of 5 percent of the total cost to build or renovate a project may be included.
- **Ineligible Items:** Sports equipment (balls, bats etc.), tools, maintenance equipment, office equipment and indoor furniture are not eligible. All items must be permanently secured to the ground or floor. Exception: items that are typically portable, such as soccer goals, picnic tables and bleachers, must remain at the project site.
- **ADA Accessible Routes:** Be sure to include accessible routes, ADA signs and utilities if needed in your project costs.

## Costs to Acquire Land

- **Value of the Land:** Use an appraisal or the assessed property tax value for the land that you are planning to buy or that will be donated to the local government. See page 15-18 for instructions.

## Planning and Incidental Costs

- **Planning Costs:** For projects to build or renovate facilities, the following items can be included in the project costs: architectural and engineering fees, site plans, design drawings, construction drawings, construction management, and preparing project costs. Park master plans and systemwide plans are not eligible for reimbursement.
- **Incidental Land Acquisition Costs:** Appraisals, title searches, surveys, and attorneys' fees can be included in the project costs.
- **Limit on Planning and Incidental Land Acquisition Costs:** The sum of planning costs, incidental land acquisition costs and the cost of preparing an application cannot exceed 20 percent of the total cost of the project or \$200,000, whichever is less.

## When Can You Spend Money on Planning or Incidental Costs?

- These costs are also eligible if they are incurred within two years of the application deadline (after January 31, 2012). Remember to include these costs in your project costs and to keep copies of the invoices to submit for reimbursement. Planning costs to develop projects and the incidental costs to acquire land are also eligible when they are incurred after the local government signs a contract with the state.

## Project Costs *(continued)*

Use the format below to show the costs of your project. Include the title of the project, the name of the local government and the date the document was prepared.

### Project Costs Green Park Redevelopment- Town of Parkland December 2013

<b>Project Elements</b> (Include specific units - sizes, numbers, lengths, etc. - for each item.)	<b>Unit</b>	<b>Unit Cost</b>	<b>Total Item Cost</b>
<b>Building and/or Renovating Costs</b>			
Picnic Shelter (2 grills, 4 tables, and 2 trash receptacles) and Rest Room Renovation - 20 x 30 feet	Lump Sum	\$147,000	\$147,000
Playground (jungle gym, swings, slides, accessible surfacing)	Lump Sum	\$80,200	\$80,200
Walking Trail - 6' wide, paved trail with 3 benches	2,400 linear ft.	\$12 / linear foot	\$28,800
Little League Ballfield with irrigation, dugouts, fencing, and benches	Lump Sum	\$239,000	\$239,000
Accessible Routes (paved, 6' wide)	1800 ft.	\$10 / linear foot	\$18,000
Parking Lot - paved for 75 cars	Lump Sum	\$73,100	\$73,000
Site Preparation (clearing, grading, and erosion control)	6 acres	\$15,833	\$95,000
Water, Sewer and Electric Utilities	Lump Sum	\$19,000	\$19,000
<b>Costs to Develop the Project</b>			<b>\$700,000</b>
<b>Contingency for the Cost of Building / Renovating</b>			
Contingency (not to exceed 5% of the cost to develop the project)	5%		\$35,000
<b>Value of Land to be Purchased or Donated</b>			
Land Acquisition	10 acres	\$5,640	\$56,400
<b>Planning and Incidental Land Acquisition Costs</b>			
Construction management, site planning, preliminary design, survey and appraisals, or the cost of preparing the application (not to exceed 20% of the cost of the project)	7%	\$58,570	\$58,570
<b>Total Project Cost</b>			<b>\$849,970</b>
<b>Total PARTF Grant Request</b>			<b>\$424,985</b>
<b>Total Local Match</b>			<b>\$424,985</b>

## Sources of the Applicant's Matching Funds

Use the format below to show the sources of your matching funds. Please indicate if these funds are currently available or are the funds yet to be approved. If funds are yet to be approved, list the date for approval.

**Applicant:** \_\_\_\_\_ **Project's Title:** \_\_\_\_\_

### Sources of the Applicants Matching Funds (Example)

Type of Matching Funds	Amount of Funds	Funding Source	Availability
Cash	\$ 16,000	Private Donation	In Hand
	\$ 233,985	Town's Budget or Capital Improvement Plan (CIP)	Town's Approved CIP
Fee Simple Land Donation	\$ 100,000	Value of Donated Property	Pending PARTF Grant Approval
Federal Grant*	\$ 25,000	Land and Water Conservation Fund	Pending DENR Approval by June, 2014
State Grant*	\$ 50,000	Clean Water Management Trust Fund	Pending DENR Approval by September 2014
Total Matching Funds	\$424,985		

\*PARTF allows other state and federal funding to be used as local match.

## Site Plan

**Submit 20 color-coded site plans with your application.** A site plan is a very important part of the application because the Parks and Recreation Authority members will review it. Use the example below as a guide for the site plan, including the listed items and color coding. Use either 8½"x11" or 11"x17" paper. Do not use card stock or similar heavy paper. Also include 20 copies of a floor plan if your project includes a community center or a similar large building to be used for recreation. Do not include floor plans for picnic shelters or restroom buildings.

- Title: Name of project and applicant
- Acreage
- Elements of the proposed project: light green. Include land to be acquired, recreational & support facilities and other items proposed for funding with the grant.)
  - if applicable, denote proposed trail links to existing recreation areas, trails, schools, etc. on site plan.
- Known water bodies (streams and lakes) and wetlands
- Park boundaries: red
- Existing facilities: white
- Future facilities: orange
- Utility easements: yellow (power, sewer and water lines)
- Entrance and access roads to the site
- Names of adjacent roads
- Uses of adjacent property
- Legend showing color coding
- North arrow
- Date the map was prepared
- Scale

### Sample



## Site Vicinity Map

Please provide four copies of an 8½" x 11" map showing the location of the proposed project. Include the following items on the map:

- Title of the project
- The name of the road a visitor uses to get to the park entrance
- The location of the project in relation to the nearby towns or major road
- Legible street names
- North arrow
- Physical address (such as a street address)
- Latitude/longitude coordinates of the central point in the site

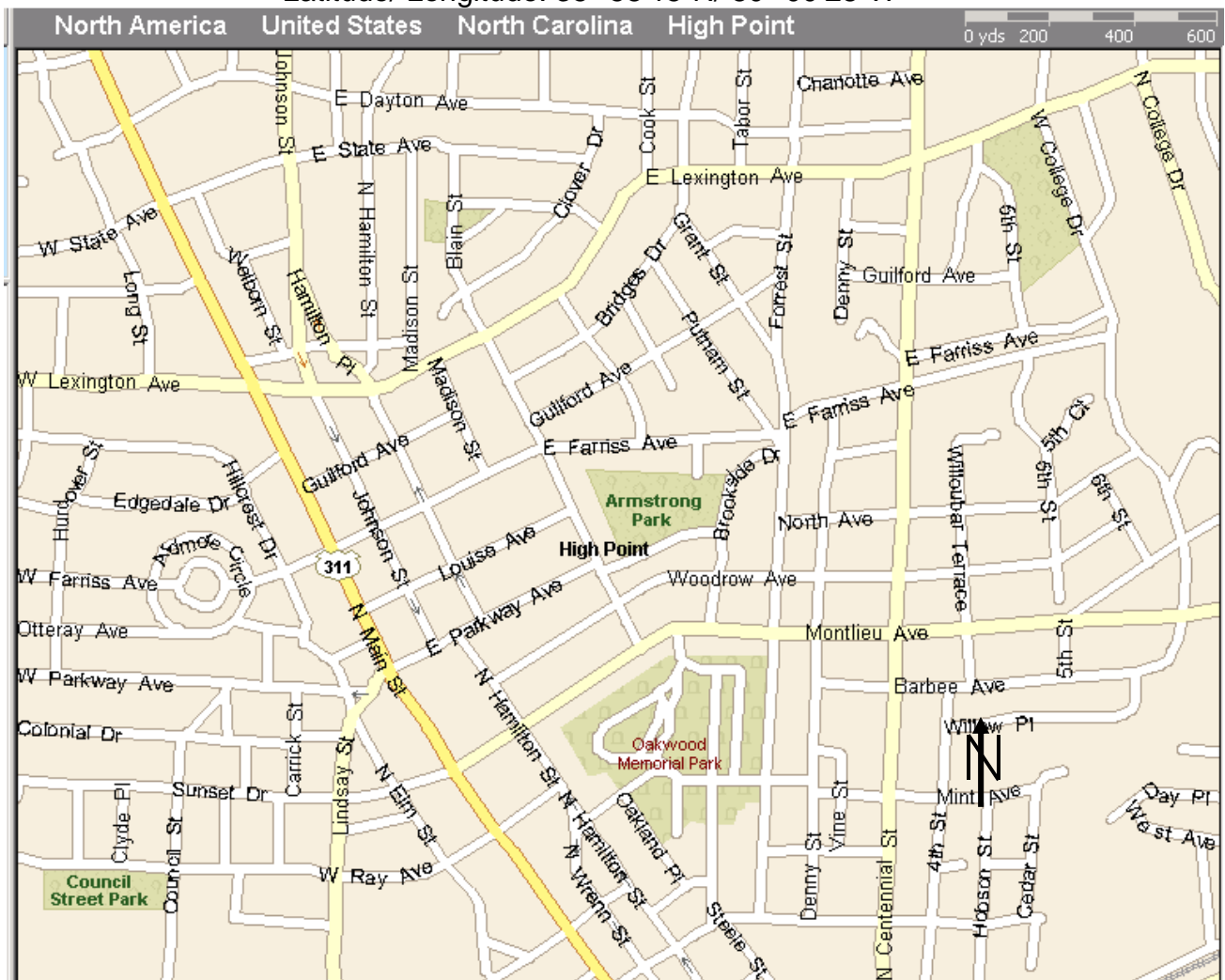
### Sample: Site Vicinity Map

Armstrong Park

305 E. Parkway Ave.

High Point, N.C.

Latitude/ Longitude: 35° 58'15"N/ 80° 00'28"W





# Acquiring Land

## Requirements

The following requirements apply to land to be acquired by fee simple title, easement or by donation.

- **What to Submit with the Application:**
  - Estimated value of the property according to an appraisal, the county property tax value or other estimate by a licensed appraiser
  - Legal description of the land such as a survey or plat map
  - List of properties to be acquired
  - History of conveyance if the land will be donated.
- **Dedicated for Public Recreation:**

Property acquired fee simple via purchase with a grant from PARTF must have the following clause in the deed:

"The property was acquired with state financial assistance from the N.C. Parks and Recreation Trust Fund, and pursuant to contractual requirements this property may not be converted to other than public recreation use (whether by transfer, sale, or any other means) without approval of NC Department of Environment and Natural Resources." Donated property or easements acquired with a PARTF project will require a similar clause.
- **When to Take Title to Land:**

All grant recipients must sign a contract with the state before accepting title to land that will be acquired, by purchase or donation, as part of a PARTF grant.
- **Is It Urgent?**

If necessary, a local government can request permission to acquire land before applying for a grant. The Division of Parks and Recreation staff will consider a written request that identifies the proposed site and explains why the property must be acquired early.

If the Division approves the request, it is in effect for 18 months from the date of the approval and the local government must submit a PARTF application before the waiver expires. The waiver does not give the applicant preferential treatment in funding decisions.

Applicants are not to include any reference to a waiver in the Description /Justification page submitted with the application (page 8).

- **Acquiring Now and Building Later?**

The local government can use the PARTF grant to acquire land with plans to build facilities in the near future. The grantee has five years to begin developing facilities. If this is the case, the applicant must provide a "Plan for Future Development" to include:

  - Explain why the property will not be developed when it is purchased.
  - Describe how the public will be able to use the site for recreational purposes until recreational facilities are provided.
  - Provide a conceptual site plan showing the proposed development & a timeline for developing the site.

## Donated Land

- A local government can use the appraised value of donated land as all or as part of the dollar-for-dollar match for the grant. The donor of the land must be a private organization or individual. The applicant must provide a five-year history of conveyance for the property. Land that is transferred to the applicant due to a statute or rule is not considered a donation.
- **Bargain Sale:** If a landowner is proposing to sell land to the applicant for less than the appraised value, the amount of the donation is the difference between the appraised value and the amount paid by the applicant.
- All the requirements for acquiring land by fee simple title also apply to acquiring land by donation or bargain sale.

## **Acquiring Land (continued)**

### **Property Values and Requirements for Appraisals**

1. To obtain an accurate cost for acquiring property, applicants are encouraged to obtain an appraisal for each parcel. This includes property that may have been acquired prior to the application deadline using a PARTF waiver.

Applicants may also use the assessed property value from their county real estate tax office.

The value of greenway or trail easements must also be estimated by a licensed appraiser.

2. Provide two copies of each estimate. For appraisals, provide the original and one copy.
3. Accurate cost estimates are important. If the applicant underestimates a property's value and the purchase price is higher, the applicant will pay the difference with local funds.
4. Grant recipients will be required to provide an appraisal to document the value of property to be acquired.
5. All appraisals must be produced by a licensed appraiser.

6. A licensed appraiser must certify that each appraisal was completed using the Universal Standard of Professional Appraisal Practices.

7. For property with a value more than \$500,000, two appraisals will be required if the grant is approved. The State Property Office will review the appraisals and determine the value of the property.

8. Complete the table titled "List of Properties to be Acquired" to identify each parcel of land proposed for acquisition. (page 17).

9. Are there existing capital improvements located on the property? If so, only those improvements that will be used for public recreation can be included in the cost of the property to be reimbursed with a PARTF grant.

Please identify the value of each of these improvements and describe how they will be used for public recreation as part of the table titled "List of Properties to be Acquired" (page 17).

## List of Properties to be Acquired

<b>Applicant</b>						
<b>Title of Project</b>						
Will the property be: - Purchased - Donated - Required Donation <sup>1</sup> - Bargain Sale <sup>2</sup>	Current Owner's Name	Parcel		Estimated Value		
		Number	Acreage	Land	Improvements for Public Recreation Use <sup>3</sup>	Purchase Price
<b>Totals:</b>						

<sup>4</sup>Existing boat ramp and dock will be renovated and open for public recreation use.

### Notes:

1. Required donation - The value of a land donation that is required by local statute, ordinance, or rule cannot be included as part of the local matching funds.
2. Bargain sale – The owner is willing to sell the property for less than the appraised value.
3. Identify the value of each existing improvement that will be used or renovated for public recreation purposes.
4. Also describe how an existing facility(s) will be used for public recreation as part of the project in this application in the space below the table (see the sample on this page).

## Acquiring Land *(continued)*

Two (2) copies of a legal description of the land are required for applicants proposing to acquire land with a PARTF grant. Legal descriptions include surveys, plat maps, tax maps or other maps that include metes and bounds. Include legal descriptions for all parcels included on the "List of Properties to be Acquired" (page 17).

All legal descriptions should be submitted on a single 8½" x 11½" page or an 11½" x 17" page. For the legal description, please include:

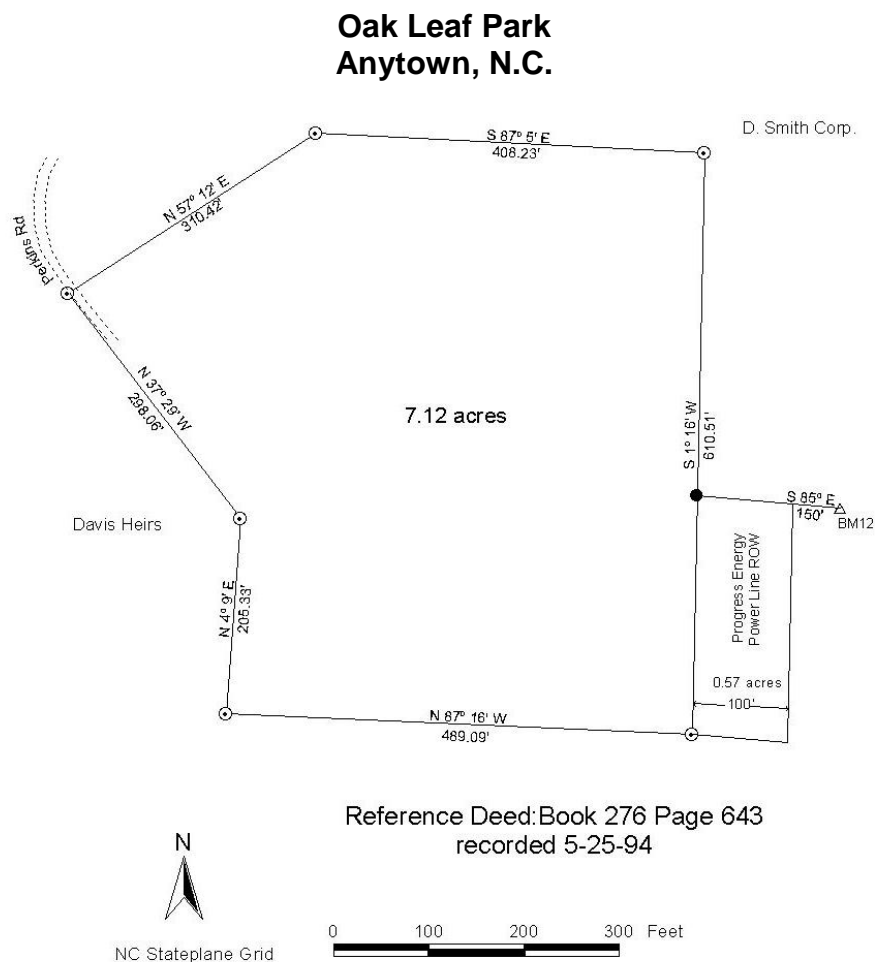
- Project title, acreage, north arrow, scale, date prepared
- Metes and bounds of the property
- Any easements or restrictions on the public use of the property.
- Owner and/or uses of adjacent property.

## Legal Description of the Land

- Significant reference points such as state plane coordinates, benchmarks, iron stakes, major streets, highway, or other landmark.
- Deed book number, page number, and date recorded.

Applicants with acquisition and development projects also submit 20 copies of a combined acquisition boundary map and conceptual site plan. Instructions for the site plan are on page 13.

Applicants with acquisition only projects also submit 20 copies of a combined acquisition boundary map and conceptual site plan of future development. Instructions for the site plan are on page 13.



# Environmental Review

Project Name \_\_\_\_\_ Local Government \_\_\_\_\_

**All applicants** who are proposing any development (roads, buildings, ball fields) with a PARTF grant must provide the following information to help determine the proposed project's impact on the environment. Project design should minimize adverse impacts on the environmentally sensitive features of the site. Each item must be accurately and adequately addressed to allow the Department of Environment and Natural Resources to determine if the proposed project will comply with the requirements of the State Environmental Policy Act (SEPA).

1. **Site Description:** Describe in detail the existing or proposed park property including the park acreage (for land and water), topography, streams, lakes and any significant natural resources that are on or adjacent to the site. Attach a separate page if needed.

2. **Past/Current Property Use:** What are the past/current uses of the property? Examples: Urban/developed, forest, agricultural, industrial site, landfill, water, or wetland. Attach a separate page if needed.

Also, if the property has been contaminated (examples: brownfield sites), all clean up actions must be completed before a PARTF project can begin. Use this space to describe any clean up actions that are needed.

3. **Wetlands:** Describe any wetland areas on the site including the acreage (see "Resources" on page 5 for help in identifying wetlands). Describe any disturbance of wetlands needed to develop the proposed project. Please state if no wetlands exist on the site. Attach a separate page if additional space is needed as well as a wetlands delineation map.

4. **Floodplains:** Describe any floodplain areas within or adjacent to the site and delineate floodways. See the "Resources" section on page 5 for help in identifying floodplains. Please state if none exist. Attach a separate page if needed, especially for delineating 100 year floodways and floodplains.

5. **Tree and wildlife species:** Describe the predominant tree and wildlife species on or adjacent to the site. Attach a separate page if needed.

6. **Archaeological or historical sites:** List any known archaeological or historical sites within the project site or in the vicinity of the site. Has the area been surveyed by an archaeologist? If so, when and by whom? (See “Resources” on page 5 for help in identifying cultural resources). Attach a separate page if needed.

7. **Existing Structures:** List all existing recreational facilities and other structures on the site, regardless of their age. Indicate if any structure is more than 50 years old. Provide a photograph and pertinent historical information about the structure(s) which are 50 years or greater. Indicate whether any existing structure(s), regardless of age, will either be demolished or renovated for recreational use by the proposed project? Attach a separate page if needed.

8. **Utilities:** Describe any existing utility easements within the site; including the width and length. Also, describe the existing water, sewer, and road systems at the site. Describe any water, sewer, or road systems included in the proposed project. Attach a separate page if needed.

9. **Ground Disturbance / Site Clearing:** How many acres are to be disturbed and/or cleared for the proposed development?

\_\_\_\_\_ acres

10. **New Facilities:** If a new indoor facility is proposed, how large is the facility’s footprint or square feet of ground covered? \_\_\_\_\_ square feet. Also, if a greenway or trail is proposed, include its approximate length \_\_\_\_\_ feet, width \_\_\_\_\_ feet and surface \_\_\_\_\_(such as natural, gravel, paved, etc.)

11. **Permits:** List all permits that have been or will be applied for or received, such as erosion control, CAMA or U.S. Army Corps of Engineers permits. Attach a separate page if needed. Include a brief discussion and documentation of your interactions with permitting agencies.

Some projects will require an additional evaluation called an “environmental assessment” if they are selected for funding. A project will usually need an environmental assessment if any of the following are proposed in the project:

- Construction of a new building with a footprint of over 10,000 square feet.
- Demolition or renovation of a structure more than 50 years old or listed on the National Register of Historic Places.
- Ground disturbance involving a listed archaeological site or area around buildings over 50 years old.
- Ground disturbance in or near significant natural communities or rare species.
- Ground disturbance of a site with current or past contamination problems.

The PARTF program will notify the applicant if an environmental assessment or additional information is needed. The grantee must complete the environmental assessment before signing the PARTF contract and beginning the project.

## PARTF Scoring System for Grants

The members of the N.C. Parks and Recreation Authority use the PARTF scoring system as one of several tools to select grant recipients. Please provide all of the information requested for each item. Attach a separate page if more space is needed to address any item. Before beginning, please refer to the "Definition of Terms" beginning on page 27. A team of PARTF staff and regional consultants will evaluate each application based on the scoring system and make the final decision about the applicant's score.

Preparing an application for a PARTF grant is more than simply completing the application form. Creating a proposal for a high quality park and recreation project requires adequate time to collect public input, review the results, and then properly plan for the project. You should also allow time to prepare the support documents that are vital in the evaluation of your application.

The planning and public involvement process has many benefits including:

- New recreational opportunities can be based on community preferences
- New parks can be located to respond to current deficiencies and future demands
- Recreational facilities can be built to meet the expectations of park visitors and minimize harm to the environment and
- PARTF funds can be used more efficiently.

<b>PARTF Scoring System for Grants</b>
<b>Applicant:</b>
<b>Project:</b>
<b>A. Planning: (20 possible points)</b>
<p><b>1. Master Plan for the park and/or greenway system (10 points)</b></p> <ul style="list-style-type: none"> <li>○ This item does not apply for applications proposing only land acquisition</li> <li>○ Please refer to pages 28-29 for the required components of the plan</li> </ul> <p>a. <input type="checkbox"/> The applicant has a master plan created or revised within the past five years for the project site and the project conforms to the plan.</p> <p style="margin-left: 40px;">Date the plan was produced: _____ (9 points)</p> <p>or</p> <p>b. <input type="checkbox"/> The applicant has a master plan created or revised within the past six years to ten years for the project site and the project conforms to the plan.</p> <p style="margin-left: 40px;">Date the plan was produced: _____ (4 points)</p> <p>c. <input type="checkbox"/> The local governing board has adopted the master plan.</p> <p style="margin-left: 40px;">Date the plan was adopted/accepted : _____ (1 point)</p> <p><b>Documentation Required:</b></p> <ol style="list-style-type: none"> <li>1. Three copies of the park master plan or greenway system plan.</li> <li>2. Three copies of the local governing board's meeting minutes or resolution as documentation of the adoption or acceptance.</li> <li>3. List the page number(s) and tab or highlight where the project is referenced in the plan.</li> </ol>

**2. Comprehensive systemwide parks and recreation plan for the local government's jurisdiction (7 points)**

- Please refer to page 29 for the required components of the plan

- a. ☐ The applicant has a Comprehensive Systemwide Parks and Recreation Plan and the project conforms to the plan.

Date the plan was produced: \_\_\_\_\_ (6 points)

- b. ☐ The local governing board has adopted the systemwide plan.

Date the plan was adopted/accepted: \_\_\_\_\_ (1 point)

**Documentation Required:**

1. Three copies of the comprehensive systemwide parks and recreation plan produced or revised in the past 10 years.
2. Three copies of the local governing board's meeting minutes or resolution as documentation of the official adoption or acceptance.
3. List the page number(s) and tab or highlight where the project is referenced in the plan.

**3. 3-5 year capital improvement plan for parks and recreation (3 points)**

- Please refer to page 29 for the required components of the plan

- ☐ The applicant has a 3-5 year parks and recreation plan or a capital improvements plan for parks and recreation and the project is identified in the plan.

Date the plan was adopted/accepted: \_\_\_\_\_ (3 points)

**Documentation Required:**

1. Three copies of the capital improvement plan.
2. Three copies of the local governing board's meeting minutes or resolution as documentation of their adoption or acceptance as a part of the local government's budget process.
3. List the page number(s) and tab or highlight where the project is referenced in the plan.

**B. Level of public involvement in developing and supporting the project:  
(15 possible points)**

**1. Public meetings (5 points):**

- ☐ The applicant conducted a public meeting(s) exclusively for discussing the project and obtaining comments. The public supported the project.

Date of the meeting(s): \_\_\_\_\_

**Documentation Required:**

1. Provide a title page that gives the name of applicant, the name of the project and identifies the document as "Public Meetings."
2. Three copies of the newspaper advertisement or a document describing the other means used to widely advertise the meeting.
3. Three copies of the minutes, including the discussion of the project, who was present and public comments.



**2. Recreational needs survey (5 points):**

- Please refer to page 30 for the required components of the survey

☐ The results of a survey to determine the recreational needs in the applicant's jurisdiction show that the citizens support the project.  
The survey was conducted during the past ten years.

**Documentation Required:**

1. Three (3) copies of the following information about the survey
  - Questionnaire
  - Results of the survey
  - Describe how the survey was distributed. Give the date(s) of distribution and the number of surveys distributed. Include a description of the respondents to insure that there are enough and that they are representative of the population in the local government's jurisdiction.
  - Describe how the results of the survey show that the citizens support the project.
2. Include a title page that gives the name of applicant, the name of the project and identifies the document as "Survey of Recreational Needs."

**3. Support from civic (non-governmental) groups (3 points):**

- ☐ The applicant presented the project to two or more local groups (Ex: civic groups, neighborhood associations, youth organizations, advisory boards, etc.) and received support for the project.

**Documentation Required:**

1. Include a title page that gives the applicant's name, the project's name and identifies the document as "Presentations to Local Groups."
2. Three (3) copies of the agenda, minutes or other documentation from the groups that confirm the dates of the meetings and the presentations given by the applicant.

*Note: support letters do not count as presentations.*

Name of the Organization	Date of the Presentation	Meeting agenda or letter from the organization included in the application?

**4. Support from a parks and recreation board (2 points):**

- ☐ The applicant presented the project to the parks and recreation advisory board or a similarly appointed group and received a motion of support for the project.  
Date of the meeting(s): \_\_\_\_\_

**Documentation Required:**

1. Include a title page that gives the name of the applicant, the project and identifies the document as "Presentation to Advisory Board."
2. Three copies of the minutes from the meeting that include support for the project.

- C. Public recreational facilities provided by the project: (45 possible points)**  
**(Does not apply for applications proposing land acquisition only.)**
- Please refer to page 27 for examples of recreational facilities

- 1. The local government will be building its first public park on property that it owns. (20 points)** ☐ Yes ☐ No

**Explain:**

- 2. New, like or renovated facilities to be provided: (Maximum 30 points)**  
**A maximum of 30 total points will be awarded for the sum of 2a, 2b and 2c.**

- a. The project will provide (check one):

- ☐ 3 or more types of new recreational facilities (20 points)
- ☐ 2 types of new recreational facilities (15 points)
- ☐ 1 type of new recreational facility (10 points)

**List the new types of recreational facilities:**

- b. The project will add recreational facilities at the park that are like the facilities that exist at the park. The project will add (check one):

- ☐ 3 or more types of recreational facilities (12 points)
- ☐ 2 types of recreational facilities (8 points)
- ☐ 1 type of recreational facility (4 points)

**List the types of recreational facilities:**

- c. The project will provide major renovation of (check one):

- ☐ 3 or more types of recreational facilities (8 points)
- ☐ 2 types of recreational facilities (6 points)
- ☐ 1 type of recreational facility (4 points)

**List the recreational facilities to be renovated and why each renovation is needed:**

- 3. The project will provide a trail or greenway (1/4 mile or longer) that links to existing recreation area(s), school(s), downtown businesses, and/or communities located outside of the park. (5 points)**

☐ Yes ☐ No

**Site plan must show trail linkage. Also, please identify by name and location the existing trail and areas to be linked by the proposed trail:**

**D. The Suitability of the Site for the Proposed Project. (5 possible points)**

1. ☐ The site is suited for the proposed development with minimal adverse impact to the environment. ( 1 point)
2. ☐ The location of the site enhances the park and the public's access to the park. Describe how the location of the site will enhance the park and the public's access to the park. ( 1 point)
3. ☐ The site is enhanced by the adjacent property uses. Describe the uses of the adjacent property and how they will enhance the park. ( 1 point)
4. ☐ The proposed site is large enough to adequately accommodate the proposed development. The proposed project will require minimal site preparation considering the geographic region where it is located. (1 point)
5. ☐ The site is free of restrictive easements, overhead power lines, or other intrusions that would limit the proposed development or cause a safety hazard for users. (1 point)

**The applicant must adequately address each of the five criteria:**

**E. The applicant's commitment to operating and maintaining the project. (15 possible points)**

1. ☐ The applicant has a full-time parks and recreation department that will manage the project site to provide programming and to ensure adequate operation and maintenance. (15 points)
2. ☐ The applicant has a full-time staff, such as a public works, who will manage the project site to ensure adequate operation and maintenance. (8 points)
3. ☐ The applicant will manage the project site with part-time staff or by contractual agreement to ensure adequate operation and maintenance. (4 points)
4. ☐ An organized volunteer group, such as a civic group or youth sports association, will operate and maintain the site. (2 points)

**Provide the name of the organization that will operate and maintain the site:**

**If the applicant is not going to operate the site with full-time staff, (see # 3 & #4), describe how and when the site will be open to the general public.**

**F. Land Acquisition (if applicable) (15 possible points)**

1. ☐ If not purchased at this time, a significant natural, cultural, recreational, scenic or highly-threatened resource will be used for other purposes. (15 points)
2. ☐ The site is an excellent natural and/or recreational resource. (10 points)
3. ☐ The site is an average natural and/or recreational resource. (5 points)

**Describe in detail why the site's resources should receive 5, 10, or 15 points:**

## Definitions

1. **Recreational Facility:** The following list provides examples of projects that will qualify as new types of recreational facilities or areas.

A. **Examples of Recreational Facilities and Areas:**

- Sports facilities including tennis courts, soccer fields, ballfields, running tracks, volleyball courts and basketball courts.
- Fishing and boating facilities including man-made lakes or ponds, docks, launching ramps, piers, and marinas.
- Swimming facilities including swimming pools, spraygrounds, wave-making pools, wading pools, and swim beaches.
- Trails within a park with a minimum continuous length of 1/4 mile including nature trails, hiking trails, bicycling trails, parcours, and equestrian trails.
- Greenways - linear open spaces connecting parks or other public areas that are 1/4 mile or longer and usually contain a multi-purpose trail.
- Camping facilities including cabins, group camps, and tent and trailer campgrounds.
- Picnic facilities including picnic shelters with tables and grills, or picnic areas with groups of tables, grills and trash receptacles.
- Indoor recreational facilities including: recreation centers, fitness centers, multi-purpose rooms, arts and crafts centers, nature centers, weight rooms, aquatic centers, handball courts, gymnasiums, and community centers. One building may include more than one recreational facility. For example, a new recreation center could contain a gymnasium, a weight room, and a multi-purpose room.
- Playgrounds (for children ages 6-12) and tot lots (for children ages 2-5).
- Amphitheaters.
- Large designated open areas with landscaping, benches, and walkways intended for recreational activities such as sunbathing, relaxing with family and friends, informal picnics and games.

- B. **Support facilities** are **not** recreational facilities: Support facilities include parking lots, roads, lighting, bleachers, restrooms, concession buildings, fencing, landscaping, site preparation, bridges, utilities, sidewalks, stairways, drinking fountains, and maintenance buildings. Recreational programs, such as sports activities, classes or lessons, are not facilities.

2. **Renovation:** The extensive reconstruction of a facility to restore or improve its usefulness to its original purpose. A renovation project will not be awarded points under the scoring system if the facility's deterioration is due to inadequate maintenance during its reasonable lifetime. Renovating a recreational or non-recreational facility for a new recreation use would apply to new and/or like recreational facilities.

## Definitions (continued)

### 3. Master Plan for the Park or Greenway System

**Master Plan for the Park:** A long-range plan for one park that contains a site analysis; a description of the community's recreational needs; property acquisition boundaries; and the proposed location of all capital improvements. A master plan document must adequately address all of the following items:

- Site analysis - Describe and evaluate the site's natural, historic, and man-made features. These include items such as topography, soils, vegetation, hydrology, significant natural communities, wetlands, existing structures, and public access.
- Recreational needs - Identify the recreational opportunities that the public prefers using meetings or a survey. Describe how the recreational opportunities being proposed by the master plan relate to existing recreational facilities and services in the jurisdiction (this may be a part of the system-wide comprehensive plan).
- Program description - Identify the main purposes of the park including a description of the how the local government will design the park to be used by the public.
- Physical needs - Identify the physical needs of the park's site. Include any land the local government will acquire and any capital improvements (buildings, recreation facilities, roads, utilities). All land and capital improvements proposed in the PARTF application must be included in the master plan.
- Project costs for property acquisition and capital improvements, divided into phases if necessary. The cost information can be provided in a separate document that is submitted with the master plan.
- Site plans and illustrations depicting the boundaries of land to be acquired and the location of facilities.
- Public Involvement - Describe how the local government involved a broad range of the citizens in its jurisdiction as the master plan was being developed. Examples include public meetings or advisory committee meetings. This description can also be provided in a separate document that is submitted with the master plan.

**Greenway System Plan** - A long-range plan to develop a framework for building an integrated system of trails that will link citizens to the outdoors. A greenway system plan must adequately address all the following items:

- Vision, Goals and Objectives - The goals and objectives the local government would like the plan to accomplish related to the different uses/benefits of the greenway, especially in reference to recreation/fitness/health.
- Inventory Existing Data and Related Plans – the identification and mapping of existing natural resources, man-made features and linear greenway corridors within the local jurisdiction that might influence the development of the greenway system.
- Analyze Data and Develop/Map Proposed Greenway – review and analysis of all data collected to allow the local government to:
  - Identify potential greenway corridors,
  - Identify hubs/destinations that are either natural resource based or man-made (or a combination of the two) which should be part of the greenway system,
  - Identify important and threatened open space that should be part of the greenway system including ecologically or biologically significant areas or hubs,
  - Identify and discuss greenway development challenges such as floodways, active railroad tracks/crossings, major roadway crossings, etc.

- Mapping - the result of the above analysis is a map(s) and text to describe the proposed system. The map(s) should illustrate not only existing greenway system elements, but also the proposed greenway network envisioned by the local government.
- Action Plan – develop a specific action plan that will position the local government to move forward in realizing the proposed greenway system. The action plan should include:
  - A listing of action steps that set priorities,
  - Roles and responsibilities in implementing the plan,
  - Cost estimates, resources and potential funding options needed to address action steps, and
  - Greenway corridor segments identified as potential pilot projects.
- Public Involvement - A description of how the local government involved a broad range and representative number of its citizens as the greenway plan was prepared. Examples include a random survey of the citizens; a series of public meetings that would give most citizens an opportunity to participate; a series of focus group meetings that involve the representatives of the jurisdiction's population; or a combination of these efforts. Please address the number of people who participated and who they represented for each level of public involvement used.
- Maintenance, Management and Operational Policies – address policies that will provide the basis for making decisions related to trail maintenance, management and security.
- The cost information and description of public involvement can be provided in a separate document that is submitted with the greenway plan.

4. **Comprehensive Systemwide Plan for Parks and Recreation:** A long-term plan that describes how a local government will address the recreational needs of the citizens in its jurisdiction. A systemwide plan document must adequately address all of the following items:

- Produced or revised within the past ten years.
- A description of the jurisdiction's residents and their preferences for recreational activities and facilities.
- An evaluation of existing recreational facilities and park land such as local and state parks, school facilities, the Y, churches, private sector, etc. to determine if the community's current and future recreational needs are being met.
- An estimate of the park land to be acquired and the recreational facilities to be developed to address shortfalls in current services.
- A detailed description of how the local government involved a broad range and representative number of its citizens as the plan was prepared. Examples include a random survey of the citizens; a series of public meetings that would give most citizens an opportunity to participate; a series of focus group meetings that involve the representatives of the jurisdiction's population; or a combination of these efforts. This description may be provided in a separate document if it is not included in the plan. Please address the number of people who participated and who they represented.

5. **Capital Improvement Plan / Three-to-Five Year Park and Recreation Plan:** A plan that lists all of the capital expenditures, and / or specifically all park and recreation projects, that a local government has approved for funding and scheduled for the near future. The plan is a component of the local government's regular budget cycle.

**6. Survey of Recreational Needs:** A survey of the citizens in the local government's jurisdiction to identify their needs and preferences for recreational opportunities. The local government can use the survey as one of the first steps in developing a master plan for a specific park or a system wide comprehensive park and recreation plan for the entire jurisdiction. Through the survey, citizens can give their preferences for different *types of* recreation and facilities. The local government uses the survey's results to establish recreational priorities for the jurisdiction.

The local government must distribute the questionnaire to a broad and representative sample of its citizens. The questionnaire can be distributed through the mail, door-to-door, person-to-person, by telephone, in focus groups and in public meetings.

The following key elements of the survey must be documented:

1. The survey should be distributed to a sample of citizens that is sufficiently large and varied enough to be representative of the population in the jurisdiction. A random sample of the population is preferred.
2. The number of respondents should be sufficiently large enough to adequately represent the population of the jurisdiction.
3. The questions must be clear and unbiased.
4. The questions should not limit the citizens to choosing from a narrow list of recreational opportunities.
5. Copies of the same questionnaire must be distributed to everyone in the sample.
6. The results should include some demographics of the respondents to ensure that they are representative of the population in the jurisdiction.
7. The survey must have been conducted within the past ten years.
8. The survey must be conducted and results received before the local government begins planning the PARTF project.



# Recreation Resources Service: Offices and Staff



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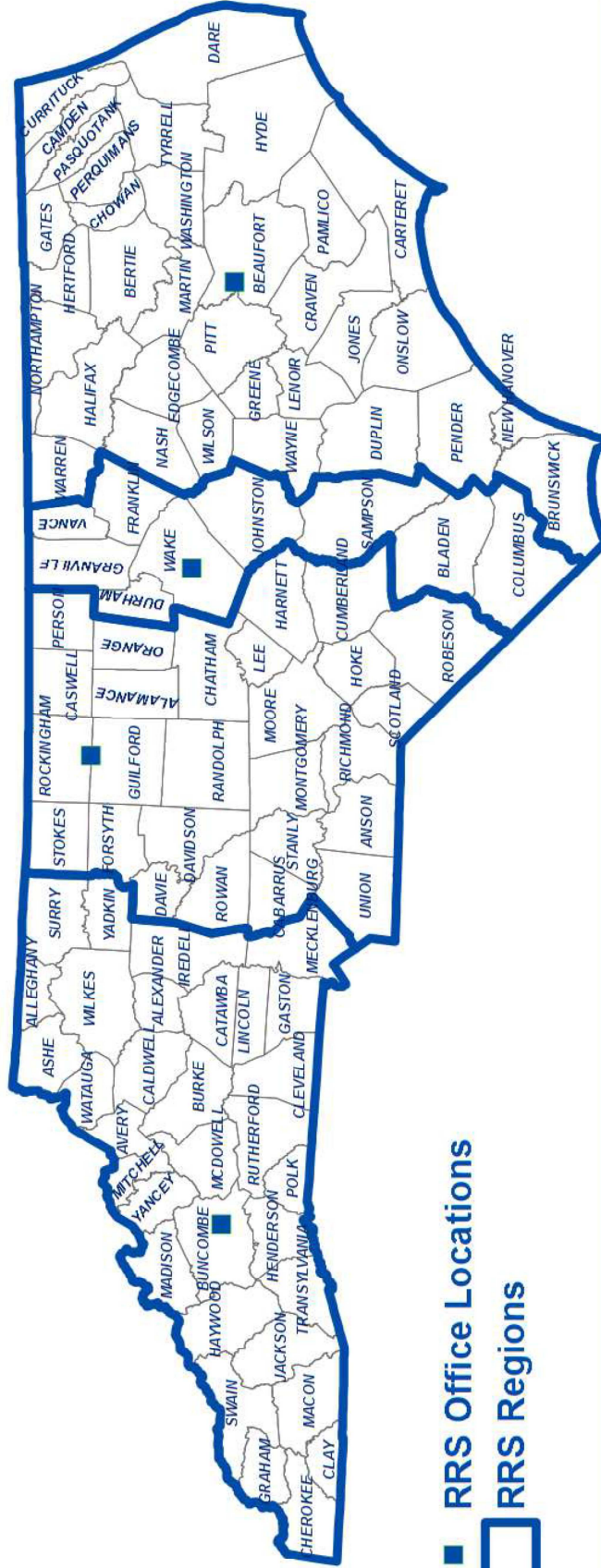
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## RRS Office Locations

## RRS Regions

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Regions effective September 4, 2012  
Map update: Nov. 1, 2012



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